DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-813

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RECORDS RETENTION AND DISTOSAL SCHEDULE				
Agency Harford County Government		Division/Unit Procurement		
Item No.	Description		Retention	
	This series of documents applies to the Department and includes standard procas other documents which provide supprocurement needs.	urement forms as well		
1.	Records pertaining to purchase orders and contracts and preaward and post-award documentation A. Purchase Orders B. Contracts C. Legal Correspondence D. Property Appraisals E. Receiving Reports F. Bids G. Consultant Files		Retain for 3 yrs. after the year in which the contract is completed; after which destroy.	
2.	Board of Estimates A. Pre-Award and Post-Award documentation		Retain for 3 yrs. after the year in which the contract is completed; after which destroy.	
	B. Open Session1. Minutes2. Tapes3. Action Agenda4. Documentation		Retain for 3 yrs.; after which destroy.	
Schedule Approved by Department Agency, or Division Representative. Date 31 March 98 Signature Colomba Representative		Date	by State Archivist R 2 3 1998 RC. Paparfort	
Typed Name WILSON R. RUINERFORD III Title Director, Dept of Procurement				

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency CONTINUA	TION SHEET	Divisio	Division/Unit		
•	nty Government	Procure	ment		
Item No.	Description		Retention		
	C. Closed Session 1. Minutes 2. Action Agenda 3. Documentation 4. Tapes		Retain for 3 yrs.; after which destroy. (C4) Retain for 1 yr.; after which recycle.		
3. 	Land Acquisition 1. Deeds of Easement and Agreement 2. Fee Simple Deeds 3. Quit Claim Deeds 4. Road Improvement Deeds/Acceptance Roads 5. Sales Agreement Records 6. Environmental Assessments 7. Property Owner Side Agreements 8. Copies of checks given to property owners 9. Commercial Water Meter Agreements 10. Project Review Documentation 11. Project Acceptance Documentation		Retain permanently; transfer to State Archives periodically.		
	12. Appraisals		Retain for 10 yrs.; after which destroy.		
Schedule Approved by Department Agency, or Division Representative. Date 31 March 98 Signature Chile Reserved Typed Name Wilson R. Ruther Fores III		Schedule Authorized by State Archivist Date APR 2 3 1998 Signature Local C. Paperford			

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

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of 3

	TION SHEET	Division/Unit		
Harford Cou	nty Government	Procure	ement	
Item No.	Description		Retention	
-	13. Plats14. General Correspondence		Retain for 1 yr.; after which destroy.	
	15. Construction Drawings		Retain until final Project Punch List is completed; after which destroy.	
			·	
	-			
	t on the state of			
Schedule Approved by Department Agency, or Division Representative. Date 31 March 78 Signature CAR RESERVET Typed Name Wilson R Procure of Title Director Dept of Procure of		Schedule Authorized DateAPR Signature	0.7.4009	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
CONTENSE (DOS 330-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOf	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
Procurement			
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE Land Acquisition files	5. EARLIEST YEAR / LATETEST YEAR approx. 1956 TO Present		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of			
Land Acquisition files including deeds of easement and agreement; fee simple deeds; quit claim deeds; road improvement deeds/acceptance roads; sales agreement records; environment assessments; property owner side agreements; copies of checks given to property owners; commercial water meter agreements; project review documentation; project acceptance documentation; appraisals; plats; general correspondence; and construction drawings.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
ङ्ग Letter Size □ Microfilm	□ Alphabetical	M File Drawer(s) □ Microfilm Reel (s) □ Computer Tape (s)	
tat Legal Size □ Computer Tape	'M. Numerical	Other (Specify)	
🕱 Bound Book 🗆 Floppy Disk	. A Chronological	Number	
. 🗆 Audio Tape 🗆 Video Tape	□ Geographical	10. ANNUAL ACCUMULATION [M File Drawer (s)	
a Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)	
	,	Other (Specify)	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
OX Daily 🗆 Weekly 🗆 Monthly	Number Month(s) XD Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
within the department	□ Yes	, XO No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes X5 No	dX None □ State □ F	ederal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION		
□ Yes & No	permanent retention		
19. NAME AND TITLE OF PREPARER Susan Dean-Administrative Secreta	20. TELEPHONE NUMBER ry (410) 638-3361	21. DATE	

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4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
Land Acquisition files		1956 TO Present		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)		
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
कू Letter Size				
-	□ Alphabetical	□ Computer Tape (s) □ Other (Specify)		
	Ma Numerical			
SX Bound Book	Chronological	Number 10. ANNUAL ACCUMULATION		
□ Audio Tape □ Video Tape	□ Geographical .	💆 File Drawer (s)		
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)		
		Other (Specify)		
·		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·		
▼ Daily □ Weekly □ Monthly	Month(s) XQ Year(s)			
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)		
within the department	□ Yes X0 No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
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	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or		
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	☐ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)		
X Legal Size Computer Tape	⊠ Numerical	Other (Specify)		
X Bound Book	Chronological	Number		
O Audio Tape	□ Geographical	10. ANNUAL ACCUMULATION M. File Drawer (s)		
□ Other (Specify)	☐ Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)		
	·	10 Olher (Specify)		
		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·		
C Daily □ Weekly □ Monthly	3 □ Month(s) 🔀 Year(s)			
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within the department	☐ Yes X0 No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	RICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS			
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X Legal Size ☐ Computer Tape	Ma Numerical	Computer Tape (s) Other (Specify)		
SX Bound Book ☐ Floppy Disk	. 🕇 Chronological	Number		
a Audio Tape a Video Tape	□ Geographical	10. ANNUAL ACCUMULATION		
□ Other (Specify)	Other (Specify)	Mi File Drawer (s) □ Microfilm Reel (s)		
		Computer Tape(s) Other (Specify)		
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